

## **Chapter 2 – Security Rules and Awareness**

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## Security Rules for All Election Judges

1. Unauthorized collection, transmission, sharing, or disclosure of voter information is prohibited and will result in immediate removal from office and possible civil and/or criminal penalties.
2. Always wear the name tag provided by the local board of elections and carry photo ID with you while performing your duties as an election judge.
3. Do not deviate from the approved *Election Judge Manual* or training without the written approval of the State Administrator of elections.
4. Ensure that all paperwork is completed as required.
5. Immediately report any security practice anomalies (e.g., incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment, etc.) to the local board of elections. Do not use voting equipment that has missing or damaged tamper tape or seals. Record all such incidents in the *Election Day Log*.
6. Monitor and secure all election materials and equipment throughout the day.
7. Immediately report any suspicious, threatening, or harassing behavior or activity occurring inside the polling place or within the “No Electioneering Zone” to the local election board. Record all such incidents in the *Election Day Log*.



If there is an emergency that is a threat to public safety, call 911 immediately. Then, contact the local board of elections.

8. Do not allow any unauthorized person to touch the voting equipment. A voter shall only be permitted to handle his or her own voter authority card, ballot, or ballot activation card.

9. If you have a problem with the voting equipment, contact the Help Desk on 240-777-8543 or the Roamer immediately and record the incident in the *Election Day Log*.
10. Be sure all ballots, ballot activation cards, and voter authority cards are accounted for as required. Secure all voted ballots, unvoted ballots, spoiled ballots, and voter authority cards.
11. Do not share confidential supervisor passwords with anyone and keep in a secure location until needed.
12. Be sure all memory sticks are returned to the local board of elections with all materials as instructed by the local board of elections.



All election judges must read and sign both the *Election Judge Oath* and *Rules of Security Behavior* prior to serving.

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## Equipment and Facility Security

Always follow security rules related to the equipment and facility.

These rules include:

1. Maintaining physical security control over the voting equipment and electronic pollbooks. Follow procedures for securing the polling place;
2. Protecting and maintaining control of the memory sticks and ballots during the election process at all times;
3. Verifying that the access compartments on the scanning units are secured prior to opening the polls and throughout the day;
4. Looking for any potential tampering or defacement of the voting equipment or electronic pollbooks and reporting any such activities immediately to the Chief Judges. The Chief Judges are responsible for reporting problems to the local board of elections; and

5. Verifying that all voting equipment and electronic pollbooks are secured at the end of election night.

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## **Chain of Custody**

Chain of custody refers to the chronological documentation, or paper trail, showing the custody, control, and transfer of voting equipment, memory sticks, voted and unvoted ballots, reports, forms, and other equipment and supplies.

It is important to ensure the security of all voting materials. If called upon to do so, it is essential that you preserve the chain of custody when transporting memory sticks, keys, ballot activation cards, and ballots. It is also important to maintain physical security control over the voting equipment. All reports and documentation must be completed and signed appropriately.

Chief Judges from each precinct are responsible for the memory sticks from the scanning units. Memory sticks are in the scanning unit at the time of delivery to the polling places. When the polls close, the chief judges are responsible for removing and securing the memory sticks from all scanning units and following the procedures outlined in Chapter 11 – Scanning Unit.

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## **Integrity of the Election Process**

You have the responsibility to maintain the integrity of the election process by:

1. Asking voters if they need assistance if they do not appear to be following the instructions you provided;

2. Asking voters to remove personal items (e.g., clothing, bags, books, or any electronic equipment) from the voting booths and check-in table when finished voting;
3. Checking the polling place to be sure a voter has not left personal items or campaign materials;
4. Checking the voting equipment and electronic pollbooks to be sure they are plugged in, charged properly and tamper tape and seals are intact and show no signs of tampering; and
5. Verifying voters do not leave the polling place with a ballot, ballot activation card, or voter authority card.